



Republic of the Philippines  
**National Irrigation Administration**  
Central Office

**SUPPLEMENTAL NOTICE No. 2**

to the

**BID DOCUMENTS**

for the

**Supply, Delivery and Installation of Materials for Modular Workstation Including Electrical Works  
and Furniture for the Renovation of the Financial Management Department Offices  
ITB No. BS-002-2020-R2**

A. The modification is hereby made on the above-captioned Invitation:

1. Delete page 33 under the Terms of Reference and replace it with Attachement Sheet No. 1.

All other terms and conditions remain unchanged.

For the guidance and information of all concerned.

  
**Atty. AILYNE C. AGTUCA-SELDA**  
Chairperson, BAC-B

# Terms of Reference and Technical Specifications

## TERMS OF REFERENCE (TOR)

### A. Objectives

This project aims to provide the Financial Management Department offices with modular workstation, including its accessories, furniture and fixtures including electrical works, located at the 3<sup>rd</sup> Floor, NIA Building “B”, EDSA, Diliman, Quezon City.

### B. Scope of Work

The work includes the supply, delivery and installation of materials for modular workstation, including electrical works and furniture consisting of, but not limited to, the items mentioned in the technical specifications and approved layout plan.

### C. Technical Specifications

See Section VII: Technical Specifications and Terms of Reference.

### D. Manpower Requirements

The supplier shall provide the manpower for each lot before the implementation (upon receipt of Purchase Order) consisting of but not limited to One (1) Project in Charge, Two (2) Modular Installers and One (1) Electrician (with License / TESDA Certification and/or equivalent) whose undertaking includes but not limited to installation of modular workstation, electrical works and maintaining cleanliness of the areas, such that scraps/parts and other materials in work areas and/or the materials that are no longer needed therein be immediately removed from the workplace. The supplier shall also provide the necessary uniforms, identification tags and safety gears to its personnel while working.

### E. Contract Period

The contract period for the procurement and service as described above is One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed.

### F. Materials, Standards and Miscellaneous Provisions

The contractor/supplier shall be responsible shall be responsible to the delivery of all materials, tools and/or equipment to the correct workstation. It is understood that all the materials used shall be durable and brand new. All work for any installation shall be executed according to the approved layout plans. The quality of material or workmanship that is not to the satisfaction of the procuring entity and/or its duly authorized representative shall be rectified at the cost of the contractor/supplier. All